

webTA 3.8

USDA Master Supervisor's Guide

Document History

Date	Revision	Description	Author
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Introduction

The purpose of this document is to provide Master Supervisors information needed to use webTA for fulfilling the Master Supervisor role job functions available in this application. It is not intended to provide you with information about basic procedures such as logging in, searching for employees, or getting help. For information on how to use the basic functions of webTA, see the document *webTA Basics*.

IMPORTANT! This document contains graphical representations (“screen shots”) of many of the browser pages that you will see as you use webTA. These screen shots may not appear exactly like the pages on your own screen. They may differ in some ways. However, the screen shots in this document are similar enough to what you will see so that they will help you work through the procedures and understand the examples in the documents.

As a Master Supervisor, you can certify T&A reports for all employees in webTA before their data is sent to NFC for payroll processing.

IMPORTANT! The law requires that the data be certified as correct before pay is issued. Therefore, webTA does not create the transmission record for an employee until it is certified by you or by their regular supervisor.

When you log in, the Master Supervisor Main Menu page opens.



This page gives you access to all the functions available for the Master Supervisor role.

Searching for an employee

webTA provides options for searching for an employee beyond the capability of searching using basic name and Social Security information. webTA also lets you search by the employee supervisor, time card type, and pay period. (For details about basic searching, see the section “Searching for Employees” in *webTA Basics*.)

The **T&A Type** field lets you limit time card records to those records meeting these criteria:

- **Corrections** returns correction records in the T&A system.
- **Unvalidated** returns records that have not been validated by either the employee or the timekeeper.
- **Validated** returns records that have been validated by the employee or the timekeeper, but that have not yet been certified by the supervisor.
- **Certified** returns records that have been both validated and certified, but not yet built.
- **No Profile** returns records for which no T&A profile data has yet been stored. (Records must have T&A profile data recorded by the employee’s Timekeeper before time can be entered for that record.)

Selecting from the **Pay Period** list lets you restrict the records returned by pay period.

- **Current** return records for the current pay period.
- **Previous** returns records for the previous pay period that are typically completed records that need to be certified and built.
- **Older** returns records not in the current or previous pay periods, but that still are awaiting certification and building.

To search for an employee:

1. On the Master Supervisor Main Menu page, click **Search**.

The Search for Employee page opens.

webTA: Search for Employee: com.threeris.webta.PA39searchUser

File Edit View Go Bookmarks Tools Help

Help Logout

Search for Employee

Employee's Last Name

Employee's First Name

Employee's SSN

Supervisor Search

T&A Type All

Pay Period All

Search Cancel

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Done webta.kronos.com

2. Type in the appropriate boxes, select from the **T&A Type** and **Pay Period** lists, and search for and select the employee's Supervisor, according to the criteria you want to search by.
3. Click **Search**.

The Search Results page opens listing employees who match your search criteria, along with their current status and login user IDs, pay periods, timekeepers, and supervisors.

webTA: Select Employee: com.threeis.webta.PA10selfEmp

File Edit View Go Bookmarks Tools Help

Help Logout

Search Results

Search Criteria: Last name in range : c-x

Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/> Val by Tkp	User, Sup	SUPUSER	18 - 2006	ADMIN	ADMIN
<input type="radio"/>	Employee, New	NEWEMP5	20 - 2006	CARPENTERB	CARPENTERB
<input type="radio"/> No Data	Carpenter, Brad	CARPENTERB	20 - 2006	DEMOADMIN	DEMOADMIN
<input type="radio"/> No Data	Grant, Caroline	GRANTC4321	20 - 2006	DEMOADMIN	DEMOADMIN
<input type="radio"/> No Data	Quintarelli, Caroline	CAQ1	20 - 2006	DEMOADMIN	DEMOADMIN
<input type="radio"/>	Quintarelli, Caroline	CAQ2	18 - 2006	DEMOADMIN	DEMOADMIN
<input type="radio"/> No Data	Quintarelli, Caroline	CAQHQ	19 - 2006	DEMOADMIN	DEMOADMIN
<input type="radio"/>	Test 3, Caroline	CAQ3	18 - 2006	DEMOADMIN	DEMOADMIN
<input type="radio"/>	Test, Caroline	CAQ4	18 - 2006	DEMOADMIN	DEMOADMIN
<input type="radio"/> Val by Tkp	Test, Caroline	CAQ6	18 - 2006	DEMOADMIN	DEMOADMIN
<input type="radio"/> Val by MstrTkp	mcelroy, cheryl	MCELROY	17 - 2006 (C)	MCELROY	MCELROY
<input type="radio"/>	mcelroy, cheryl	MCELROY	18 - 2006 (C)	MCELROY	MCELROY
<input type="radio"/>	mcelroy, cheryl	MCELROY	20 - 2006	MCELROY	MCELROY
<input type="radio"/>	MOSE, MIKE	MOSE	17 - 2006	MCELROY	MCELROY

Selected Employee

View/Certify T&A Locator Info Certified T&As Leave Audit

Certify All Return

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Done webta.kronos.com

Viewing and certifying time cards

The Master Supervisor can individually certify time cards or certify multiple validated time cards in a single session. Only validated time cards can be certified.

Validated time cards have “Val by Tkp” in the Status column of the Search Results page. Certified time cards have “Certified” in that column.

IMPORTANT! Once you certify the time cards, changes cannot be made by anyone during the current pay period unless you or a Supervisor removes the certification by rejecting or decertifying it.

To certify an individual time card:

1. Search for and select the employee.
2. Click **View/Certify**.

The time card for the employee opens.

3. Click **Certify**.

webTA certifies the time card and returns you to the Search Results page.

To certify multiple time cards in one operation:

1. Search for the set of employees whose time cards you want to validate.

2. On the Search Results page, click **Certify All**.

webTA opens the time card for the first validated time card on the Search Results page.

3. If you want to certify the time card, click **Certify**.

webTA certifies the card and opens the next validated time card in the search results.

- OR -

If you want to go to the next time card without certifying the current one, click **Skip**.

webTA opens the next validated time card in the search results.

4. Repeat Steps 2 and 3 until you have finished certifying time cards.

webTA returns you to the Search Results page after all of the time cards in the search results have been certified or skipped.

- OR -

If you want to stop certifying card before all validated time cards are certified or skipped, click **Cancel**.

Decertifying or rejecting a time card

Master Supervisors can use the Reject/Decertify function to:

- “Release” a time card that has already been certified by a Supervisor or Master Supervisor so that an employee or timekeeper can make changes to it. (Without removing the certification, no changes can be made.)
- Reject a time card before it is certified. (For example, when there is an error on the time card.)

IMPORTANT! Once a time card is decertified or rejected, the employee or Timekeeper can once again modify it. However, the time card needs to be validated and certified again before it can be included in a build.

To decertify or reject a time card:

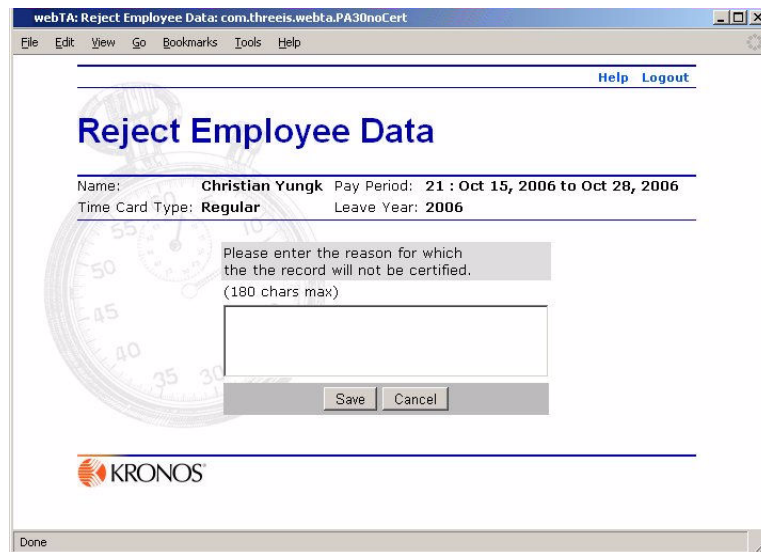
1. Search for and select the employee whose time card you want to decertify or reject.

2. Click **View/Certify T&A**.

The employee’s time card record opens.

3. Click **Reject/Decertify**.

The Reject Employee Data page opens, prompting you for a reason for the rejection or decertification.



4. Type in the reason.

The explanation for decertification/rejecting the record should be short, but you may enter as much information as you feel necessary to explain the situation.

Examples:

- “The 8 hours of annual leave reported on the first Tuesday should be a holiday.”
- “The employee’s timekeeper requested decertification to change profile data.”
- “Overtime was not authorized for Saturday.”

5. Click **Save**.

webTA decertifies/rejects the time card and returns you to the Search Results page. The value in the Status column for the employee returns to “Validated by Tkp”.

When a time card is decertified or rejected, webTA sends a task to the affected employee and Timekeeper.

Viewing certified time cards

The Certified T&A Summaries page shows the pay period, dates of the pay period, and how, when, and by whom each was certified.

On the Search Results page, corrected time cards are designated by (C) in the Pay Period column.

Cert Type is the mechanism used to certify the record. This may be the standard webTA electronic certification, PKI, if it was digitally signed using an authenticated digital signature system, or another mechanism. If the Cert Type is WEBTA-GZ, the record was zipped before stored. If the Cert Type is WEBTA, the record was stored as HTML.

To view a summary of an employee's certified time cards:

1. Search for the employee, then click to select the employee from the Search Results page.
2. Click **Certified T&As**.

The Certified T&A Summaries page opens.

webTA: Certified T&A Summaries: com.threeis.webta.P445viewCertified

File Edit View Go Bookmarks Tools Help

Help Logout

Certified T&A Summaries

Now viewing from Leave Year 2006, Pay Period 12 to Leave Year 2006, Pay Period 26.

From	To
2006 12	2006 26

Update

Christian Yungk (CLY1)

Pay Period	Date Range	Cert By	Cert Date
20 - 2006	Oct 01 - Oct 14	ADMIN	Oct 04 2006

View Certified Summary Return

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Done

3. If you want to restrict the range of records displayed, select the appropriate range limits from the **From** and **To** lists, then click **Update**.
4. Click to select the summary that you want to view, then click **View Certified Summary**.

The employee summary opens with the name and current status at the top.

webTA: Certified T&A Summary - Microsoft Internet Explorer

Name: **FRANK YANG** Pay Period: **23 : Nov 9, 2008 to Nov 22, 2008**
 Time Card Type: **Regular** Leave Year: **2008**
 Time In Pay: **00:00** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **10**

Transaction	Pfr	Sfr	Account	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Total
				S	M	T	W	T	F	S	S	M	T	W	T	F	S	Wk 2 Total
Work Time																		
Regular Base Pay:	111111119			0	0	0	0	0	0	40	0	0	0	0	0	0	40	80
AMS Test Account				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Work Time Total				0	0	0	0	0	0	40	0	0	0	0	0	0	40	80
Leave and Other Time																		
(No Leave and Other Time transactions)																		
Daily Total				0	0	0	0	0	0	40	0	0	0	0	0	0	40	80

T&A Profile		Leave Data	
Pay Plan	General Schedule (reg)	Fed/Annu/Avail/Used	Sal
Tour of Duty	Full Time	Annual	-- 4:00 4:00 -- 4:00
Duty Hours	80	Sick	-- 4:00 4:00 -- 4:00
Work Week	80	Leave Year Projection	
Alternative Schedule	Regular 8-hour Days	Maximum Available Annual	16:00
Agency	AMS	Maximum Available Sick	16:00
State	MT	Use or Lose Leave	--
Town	1234		
Unit	12		
Timekeeper	12		
New Contact Point	Yes		
Retain Data	None		
Account Data Code	Manual Entry		
Service Computation Date	Nov 12 2008		
Annual Leave Category	4 hr/pp		

Supervisor Remarks:
 Your signature certifies that all reported time was worked and approved according to law and regulation.
Affirmed By: FRANK YANG
Affirmation Date: Dec 01 2008 8:35 AM
Certified By: ADtime USDA
Certification Date: Dec 01 2008 8:41 AM

The complete T&A status history is displayed below; it may contain events that happened since the certification shown above took place.

Timestamp	Status	Name	Message
Dec 01 2008 12:28 PM	Built	SYSTEM	Built in Build ID 321.
Dec 01 2008 08:42 AM	Supervisor Certified	USDA, ADtime (ADTIME)	
Dec 01 2008 08:35 AM	Employee Attested	YANG, FRANK (YANGF)	
Dec 01 2008 08:35 AM	Employee Validated	YANG, FRANK (YANGF)	
Nov 12 2008 08:16 AM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 22.

At the bottom of the page is the certification statement.

Annual Leave Category: 4 hr/pp

Supervisor Remarks:
 Your signature certifies that all reported time was worked and approved according to law and regulation.
Affirmed By: FRANK YANG
Affirmation Date: Dec 01 2008 8:35 AM
Certified By: ADtime USDA
Certification Date: Dec 01 2008 8:41 AM

The complete T&A status history is displayed below; it may contain events that happened since the certification shown above took place.

Status History

Generating a Leave Audit report

The Leave Audit report is used by the Master Supervisor to reconcile historical leave records for a selected employee. The report displays a line for each pay period that has a certified time card record. The Master Supervisor can select the type of leave, and the start and end data range for the report.

To create a Leave Audit report:

1. Search for and select the employee from the Search Results page.
2. Click **Leave Audit**, below the list of search results.

webTA: Leave Audit Report: com.threisis.webta.PA27leaveAuditReport

File Edit View Go Bookmarks Tools Help

Help Logout

Leave Audit Report

Pay Period Range

From: 2006 1 To: 2006 20

Leave Type: Annual

Update

Leave Audit (Annual) For Christian Yungk (CLY1)

Pay Period	Manual Adjustment	Forward	Accrued	Available	Used	Balance	Max. Available
20 - 2006		0:00	4:00	4:00	0:00	4:00	28:00

Download Return

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Done

3. If you want to change the criteria for the reported leave information, select new end and start dates and leave type from the **Change Report Criteria** lists, then click **Update**.

The system updates the report display to reflect your changes.

Viewing Locator information

Locator information provides access to an employee's address, telephone, e-mail, and fax information.

webTA includes the Locator feature for storing employee office addresses and contact information current in the webTA Locator. The only information required by webTA, however, is the e-mail address for use if you want to receive task notifications by e-mail.

The Master Supervisor has the option to view locator information for employees.

To view location information for an employee:

1. Search for the employee whose location information you want to view.
2. On the Search Results page, click to select the employee, then click **Locator Info**.

The Locator Info page opens.

webTA: Locator Info: com.threeis.webta.PA60editInfoView

File Edit View Go Bookmarks Tools Help

[Help](#) [Logout](#)

Locator Info

Office Contact Information for Bruce McGarner

Building	87B
Street Address 1	123 Maple
Street Address 2	
Room Number	3700
Mail Stop/Routing Code	
City	Bethesda
State	Maryland
Zip Code	01109
Country	USA
APO	
Office Phone	555 555 5555
Extension	666
Cell Phone	
Pager	
Email/Internet	
Fax	

[Return](#)

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